PURCHASE ORDERS

for International Sales

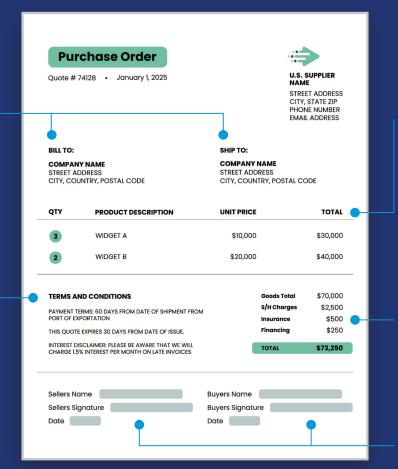
An effective international purchase order contains most of the essential information that you need to know as a supplier. It also becomes part of a **complete package** should you need to file a claim under your EXIM Export Credit Insurance policy.

'BILL TO' AND 'SHIP TO' NAME AND ADDRESS These can vary so it is importa

These can vary so it is important to include both fields on the purchase order. An example is shipping items to a job site while billing the customer's corporate office for the items.

PAYMENT TERMS

Knowing when the customer is going to pay you is not only helpful to your bottom line, but in determining EXIM Export Credit Insurance **claim filing deadlines** as well.



QUANTITY, PRODUCT DESCRIPTION, UNIT PRICE, AND TOTAL PRICE

These should be agreed upon in advance. You want to eliminate any discrepancies with the customer later, such as disputes over what or how much they ordered and what they agreed to pay for those items.

ADDITIONAL CHARGES

Itemizing additional costs is a transparent way of disclosing them to your customer.

SIGNATURES

It's a good idea to have the customer sign, print their name, and date their acceptance.



Ready to Start Your Journey?

Request a free consultation: grow.exim.gov/consultationrequest

This is a descriptive summary to be used only as a general introductory reference tool. The complete terms and conditions of the policy are set forth in the policy text, applications, and endorsements.